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PAUKTUUTIT
INUIT WOMEN OF CANADA

Family Violence Prevention Program

Application Support Guide

**For proponents of Inuit-specific Violence
Prevention and Awareness Projects**

Table of Contents

OVERVIEW OF THE APPLICATION SUPPORT GUIDE	1
DEFINITIONS	4
SELECTION CRITERIA	6
PROJECT ELIGIBILITY CHECKLIST	7
Eligible Projects	7
Eligible Recipients	7
Delivery Methods	9
ELIGIBLE COSTS AND EXPENSES THROUGH THIS PROGRAM	11
MANDATORY DOCUMENTATION	13
How to Submit the Application Package	14
APPLICATION PACKAGE STEP-BY-STEP	15
1) Cover letter	15
2) FVPP Project Proposal PDF form	16
3) Budget	20
4) Monthly cash flow	20
APPLICATION COMPLETION CHECKLIST	21
CONTACT ISC	22

OVERVIEW OF THE APPLICATION SUPPORT GUIDE



This application support guide is for proponents of Inuit-specific **family violence prevention and awareness programming** seeking funding through Indigenous Services Canada's Family Violence Prevention Program.

The FVPP also funds ongoing operations and capacity building of shelters or transitional housing initiatives. To access funding for these activities, you must apply through the CMHC Indigenous Shelter and Transitional Housing Initiative. Please click on [Shelter Initiative for Inuit women and children - Pauktuutit Inuit Women of Canada](#) to view the application support guides for these initiatives. applications can only be submitted in English and French.

Funding available for family violence prevention and awareness projects

- ▶ The Family Violence Prevention Program provides funding for culturally-appropriate, community-driven family violence prevention and awareness projects focused on First Nations, Inuit, Métis, urban and 2SLGBTQQIA+ people facing gender-based family violence.
- ▶ The funding is intended to broaden the continuum of care delivered by its funding recipients, including family violence prevention activities and wraparound services that are comprehensive and holistic in addressing client needs and challenges.
- ▶ Funding will be provided for enhanced services, such as family violence prevention activities, case management, programs to reduce the risk of sexual exploitation, as well as culturally appropriate mental health and addiction supports. Delivery of these programs can include public awareness campaigns, conferences, workshops, stress and anger management seminars and support groups.

How to use this guide

- ▶ The mandatory documentation section of this guide outlines the requirements for the application package. Follow the guidance in the Application Package step-by-step section to complete the mandatory documentation. Once complete, send this documentation via email to Indigenous Services Canada at ppv-fvpp@sac-isc.gc.ca
- ▶ For project proponents with weak internet connection who may opt for an offline PDF application package that can be completed offline and mailed in, please speak to your regional Indigenous Services Canada Office or contact Pauktuutit Inuit Women of Canada at

1 Nicholas Street, Suite 520
Ottawa, ON K1N 7B7
T: 613-238-3977
Toll Free: 1-800-667-0749
info@pauktuutit.ca



For help preparing your application or for any questions about the FVPP, contact your local ISC regional office or Pauktuutit Inuit Women of Canada.

Combine funding opportunities from various sources

- ▶ Generally, family violence prevention activities that are designed to leverage partnerships or additional funding are preferred because they can have a greater impact or demonstrate greater effectiveness in the community or in multiple communities.
- ▶ Some family violence prevention activities may also be funded by another federal government department, for example, Health Canada or Public Safety Canada.
- ▶ A project proponent may apply for and receive funds from multiple partners in order to increase the total project budget.

- ▶ Funding recipients must ensure and demonstrate that funds from multiple partners are supporting different activities under the same project. For example, a funding recipient may submit to:
 - ▷ ISC a Family Violence Prevention Program proposal for a prevention project on healthy parenting with a request for \$15,000 to cover the costs of developing outreach and educational materials
 - ▷ Health Canada a proposal with a request for \$10,000 for the same project, but to cover different costs such as capacity building
- ▶ In this case, both departments are providing funding under the same project, but covering different activities.

DEFINITIONS

Case management

The planning, processing, and monitoring of the healthcare services given to a patient by a coordinated group of healthcare providers. Case management is designed to provide for a patient's needs while controlling costs, with a case manager maintaining information on a patient's outcomes.

Core funding

Funding spent on an organization's core functions (e.g., senior management salaries, communications, operations, governance, or other spending that is not project-specific).

Wrap-around services

A team-based, collaborative case management approach to case management. Wrap-around services describe any program that is flexible, family or person-oriented and comprehensive – that is, a number of organizations work together to provide a holistic program of supports. An individualized wrap-around plan is supposed to reflect the needs of the individual or family, rather than availability of services. A wrap-around approach is designed for people/families with complex needs.

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2SLGBTQQIA+

Two Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual, and others. This term is intended to include non-binary people and people with diverse sexualities, and as an explicit reminder that gender-diverse people's needs must equally be taken into account. The "+" at the end of "2SLGBTQQIA+" is a way of being inclusive, honouring and celebrating how languages are expanding and offering choices for sexual and gender diverse individuals to identify.

SELECTION CRITERIA

Proposal evaluators are looking for the following elements to be included in your application package.

- ☐ A focus audience, such as women, men, youth, children, families or 2SLGBTQQIA+ people
- ☐ A target number or level of community participation
- ☐ A specific need, for example, addressing violence in high-risk communities
- ☐ A delivery method, such as seminar, healing circle or cultural camp
- ☐ An emphasis on using partnerships and additional resources:
 - ▶ Identification of potential partners, for example:
 - ▷ Federal, provincial, municipal or community governments
 - ▷ Communities and non-government organizations
 - ▶ Identification of the role of partners in your application
- ☐ Tangible and measurable expected results, for example:
 - ▶ Integrated and culturally appropriate programming
 - ▶ Increase in community awareness on family violence
 - ▶ A reduction in violent behaviours
- ☐ Strong community participation
- ☐ Links with community planning, objectives or identified needs

PROJECT ELIGIBILITY CHECKLIST



The FVPP can only provide funding for eligible project expenses **within a defined period of time. The FVPP cannot support permanent extension of a program nor core funding.**

Eligible Projects

Your project is eligible for funding if it ticks each of the 3 checkboxes below:

- ☐ **Your project serves Inuit.**
- ☐ **As a proponent, you are an Eligible Recipient.**

Eligible Recipients for GBV Prevention and Awareness funding:

- ✓ Inuit representative organizations, Inuit governments and Inuit communities
- ✓ Indigenous organizations
- ✓ National Indigenous Organizations
- ✓ Municipalities*
- ✓ Non-governmental and voluntary associations and organizations, including non-profit corporations*
- ✓ Educational or research institutions and associations*
- ✓ Individuals**

! Provincial and Territorial Governments are Ineligible Recipients.

*Non-Indigenous governments and organizations require demonstrated support from associated Inuit organizations or community groups to be eligible for funding.

**On an exceptional basis, individuals deemed capable of conducting family violence prevention activities can be considered for funding, but they must be associated with an Indigenous community or organization. This can be demonstrated by providing letters of support. A funding recipient must have the legal capacity to enter into a funding agreement (such as being incorporated).

- ☐ Your project provides programs or services in **at least 1 of the following 4 areas** of family violence prevention:

1) Treatment and intervention:

- ☐ Individual or group counseling to help women, children, youth and or men dealing with family violence and related issues, such as trauma, grief, substance abuse and addictions, mental health illness, suicide intervention, for the duration of the family violence prevention activity only

2) Culturally sensitive services:

- ☐ Elder and traditional teachings
- ☐ Family healing
- ☐ Healing circles and traditional healing
- ☐ Inner healing
- ☐ Trauma supports

3) Awareness:

- ☐ Alternatives to violence
- ☐ Anger management
- ☐ Bullying
- ☐ Characteristics of abuser
- ☐ Cycle of violence
- ☐ Programs for men and boys
- ☐ Outreach
- ☐ Research projects, including collecting data such as inventories, literature reviews, training materials and data for statistics, conducting surveys and evaluating treatment protocols and models for service delivery
- ☐ Safety planning

4) Self-development:

- ☐ Financial management skills
- ☐ Healthy parenting
- ☐ Healthy relationship
- ☐ Healthy sexuality
- ☐ Life skills
- ☐ Social skills development for youth and adults



Indigenous-led proposals will be prioritized. ISC may also prioritize:

- ▶ Indigenous organizations, associations and societies that have violence prevention as part of their mandate or who have partnered with these organizations
- ▶ Organizations with a mandate to reach marginalized individuals at a higher risk of violence

Delivery Methods

Eligible projects can be delivered in a variety of methods, including:

▶ Seminars, workshops and conferences:

- ▷ Activities on a subject related to preventing family violence in Inuit communities must demonstrate that the event will achieve an increase in:
 - Knowledge
 - Skill development
 - Networking
 - Information sharing

▶ Traditional delivery methods:

- ▷ Address family violence in a way that is responsive to community needs such as:
 - Healing circles
 - Traditional healing
 - Cultural camp
 - Elder and traditional teachings

▶ Public outreach and education campaigns:

- ▷ Develop and present printed or published materials to raise awareness to an audience
- ▷ Education on a subject related to family violence in Inuit communities

► **Training:**

- ▷ Identify, prevent and manage family violence for existing community service providers and staff, such as:
 - Trainers
 - Child protection workers
 - Community health representatives
 - Nurses
 - Social workers
 - Teachers
 - Other professionals and para-professionals
 - Law enforcement personnel
 - Community leaders
- ▷ Also includes developing training and resource materials or models for use in Inuit communities

► **Community needs assessments:**

- ▷ Identify needs for Inuit communities
- ▷ Develop a strategic plan to address family violence in the community, including all potential partners

► **Community Program development:**

- ▷ Deliver community activities that are innovative
- ▷ Build on and strengthen existing community services or resources
- ▷ Respond constructively to family violence in Inuit communities

ELIGIBLE COSTS AND EXPENSES THROUGH THIS PROGRAM



NOTE: Expenses prior to the approval of the project proposal cannot be compensated.

Eligible Expenses for Violence Prevention and Awareness Initiatives

These expenses should directly support the activities described in the Eligible Projects section.

- ▶ Salaries and employee benefits
 - ▷ Note that salaries and employee benefits can only be funded **for the duration of the project**. The FVPP cannot support permanent positions.
- ▶ Professional fees (contracts)
- ▶ Honoraria for Elders
- ▶ Domestic travel and transportation
 - ▷ Expenditures related to travel have to be reasonable for the activities undertaken. Refer to the [National Joint Council travel directive](#) for examples of rates and eligible expenditures.
- ▶ Meetings
- ▶ Hospitality
 - ▷ Expenditures related to hospitality have to be reasonable for the activities undertaken. Refer to the [Treasury Board guidelines on hospitality](#) for examples of rates and eligible expenditures.
- ▶ Training and Development
- ▶ Equipment
- ▶ Rent and utilities
- ▶ Translation and communications
- ▶ Materials and supplies
- ▶ Volunteer participation expenses

- ▶ Audits and evaluation
- ▶ Legal and banking fees
- ▶ Insurance
- ▶ Minor maintenance fees
- ▶ Overhead administration costs**
 - ▷ Payroll administration fees
 - ▷ Office supplies and equipment
 - ▷ Telephone and IT support services
 - ▷ Human resource services and recruitment
- ▶ Other expenditures directly linked to the activity (subject to FVPP review and approval)

**Not exceeding 15% of the contribution.

Ineligible Expenses for Violence Prevention and Awareness Initiatives

- ▶ Costs related to the purchase, ownership, and maintenance of vehicles, including insurance as applicable, to support operation of a facility
- ▶ Purchase of other capital assets (such as homes, investment properties, stocks, bonds, collectibles or arts) with a market value in excess of \$5,000 unless pre-authorized in writing
- ▶ Direct client costs
- ▶ Operations, minor maintenance, upgrading and repairs to facilities
- ▶ Crisis line
- ▶ Off-hour emergency services
- ▶ International travel unless pre-authorized in writing
- ▶ Deficit recovery
- ▶ For-profit initiatives and investments
- ▶ Capital costs (fixed, one-time expenses incurred on the purchase of land, buildings, construction, and equipment)
- ▶ Construction, renovation or major repair of facilities.
 - ▷ *See instead: the Canada Mortgage and Housing Corporation (CMHC), offers application-based funding for major renovation projects through the [National Housing Co-Investment Fund - revitalization](#).*

MANDATORY DOCUMENTATION



Skip to the Application Package Step-By-Step for guidance on completing each of the mandatory documents.

You are required to submit the following in your application package:

- ☐ A cover letter describing the intention of your project and its alignment with the FVPP
- ☐ A completed [“Family Violence Prevention Program Project Proposal”](#) PDF form



This PDF application form may not open with some internet browsers. Try the following to access the pdf file:

- ▶ Right-click on the link
- ▶ Select "save link as" or "save target as", depending which browser you are using
- ▶ Save the document to your desktop or any other location
- ▶ Right click on the file or document and open with Adobe, separate from the browser

- ☐ Budget
- ☐ Monthly cash flow

Non-Indigenous organizations must also provide:

- ☐ Letter(s) of support for the project from the involved Inuit community(ies) or organization(s)

! All documentation, including attachments, **should not exceed a total of 10 letter-sized pages.**

How to Submit the Application Package

Simply email your application package (including all mandatory documents) to:
ppvfvfvp@sac-isc.gc.ca

If you are preparing an offline application package, please discuss your paper mail submission with local regional ISC office or contact Pauktuutit Inuit Women of Canada for support.

APPLICATION PACKAGE STEP-BY-STEP

1) Cover letter

Your cover letter should include the following:

- ☐ Your organization's mandate
- ☐ A description of how the proposed project addresses each of the following selection criteria:
 - ▶ A focus audience, such as women, men, youth, children, families or 2SLGBTQQIA+ people
 - ▶ A target number or level of community participation
 - ▶ A specific need, for example, addressing violence in high-risk communities
 - ▶ A delivery method, such as seminar, healing circle or cultural camp
 - ▶ An emphasis on using partnerships and additional resources:
 - ▷ Identification of potential partners, for example:
 - Federal, provincial, municipal or community governments
 - Communities and non-government organizations
 - ▷ Identification of the role of partners in your application
 - ▶ Tangible and measurable expected results, for example:
 - ▷ Integrated and culturally appropriate programming
 - ▷ Increase in community awareness on family violence
 - ▷ A reduction in violent behaviours
 - ▶ Strong community participation
 - ▶ Links with community planning, objectives or identified needs
- ☐ Using a maximum of 250 words (not including mailing address and contact information), a description of how the proposed project addresses at least 1 of the 7 prioritized themes:
 - ▶ Outreach to Inuit women, children, youth and 2SLGBTQQIA+ people on the prevention of family violence
 - ▶ Empowerment of Inuit women, girls and 2SLGBTQQIA+ people to reduce the risk of vulnerability to violence

- ▶ Vulnerability to violence associated with the transition between different living environments
- ▶ Engagement of Inuit men and boys in the prevention of family violence
- ▶ Human trafficking and sexual exploitation
- ▶ Assessment of needs in prevention and protection against gender-based violence
- ▶ Wrap-around services and case management for survivors of gender-based violence

If your project does not address at least 1 of these themes, please note in your cover letter how it addresses a specific need.

2) FVPP Project Proposal PDF form

Explanations of requested information

Field	Definition
Identification	
Recipient Name	Provide the name of the proponent entity, government or organization requesting funding through the Family Violence Prevention Program or FVPP.
Recipient Number (if applicable)	Provide the number assigned to the potential funding recipient by Indigenous Services Canada (ISC), if applicable.
Mailing Address (Number/Street/ Apartment/P.O. Box) City Province/Territory Postal Code	Provide the physical address of the entity, government or organization requesting funding through the FVPP. A valid postal code is in the upper case in the format A#A#A#.

Field	Definition
Contact	
Given Name Family Name Title Telephone Number Facsimile Number Email Address	The given name, family name, position title, telephone number, facsimile number (if applicable) and email address (if applicable) of the person who can be contacted for further information about the proposal.
Project Information	
Project Name	Provide the name of the proposed project.
Project Start Date	Indicate the project start date. Note that expenses prior to the approval of the project cannot be compensated. Dates are in the format of 'Year Month Day'. For example, September 20, 1969 would be 1969-09-20.
Project Completion Date (YYYYMMDD)	Indicate the project completion date which must be before December 2023. Dates are in the format of 'Year Month Day'. For example, September 20, 1969 would be 1969-09-20.
Is this a new or continuing project?	A new project is one that has never been funded in the past or that is significantly different from the one that was funded in the past. A continuing project is one that has been funded last year or consecutively in the past years.
Where will the project be delivered?	Select off-reserve.



Provide the anticipated cost of the entire project broken down by the different items (expense categories) to carry out the project. Note that a salaries/wages budget item can only be funded for the duration of the project. The FVPP cannot support permanent positions, permanent extension of a program nor core funding.

Budget

Item	<ul style="list-style-type: none"> - Equipment and Supplies, including any applicable considerations specific to COVID-19 that follow provincial/territorial public health guidelines (i.e. PPE [personal protective equipment], dividers, disinfectant wipes, etc.) - Information, Documents, Web - Facility Rentals - Travel - Professional Fees (Facilitator/Trainer) - Administration Costs (Not exceeding 15% of the overall contribution from ISC, and subject to any policies, conditions, etc. of Boards, Councils, ISC, etc.) - Other (i.e. Salaries and Wages, if applicable) - Total Funding Requested from Indigenous Services Canada (ISC) (calculated automatically)
Description	<p>This field expands as you hit enter.</p> <p>If reporting salaries/wages in 'Other', specify the associated estimated expenses.</p>
Amount	<p>This field can contain one value only (the total for the expense category).</p>

Project	
Project Description	Provide a brief description of the project.
Need/Activities/Expected Results	<p>This field expands as you hit enter.</p> <p>The need for this project, the specific activities to be delivered, and the expected results.</p>
Delivery Method	The delivery method (i.e., seminar/workshop, healing circle and/or traditional healing, cultural camp; elder and/or traditional teaching(s), others). (Check all that apply.)
How will you measure the success of the project?	Indicate how you will measure or evaluate the success of the project. (Check all that apply.)
Who is going to deliver the project?	Indicate who will deliver the project by naming the person/organization who will oversee the project. This can be a family violence coordinator in the community, an organization or a facilitator.
How many individuals do you expect will participate in this project and/or specify the number of First Nation communities it will serve?	This field is carried over from a First Nations-specific application form.
How and with whom will results of the project be shared?	Describe how you will report the results to the community (through word of mouth, report, telephone, community event, etc.).
Partners	Indicate all the partners who will provide funding and/or collaborate (in-kind contributions) for the delivery of the project such as federal, provincial, municipal, community, agencies/organizations, police, charities, volunteers, etc.
Involvement	Indicate the nature of each partner's involvement (e.g., in-kind contributions, financial support, use of materials or properties, etc.).

Declaration

Given Name
Family Name
Title
Date (YYYYMMDD)

The given name, family name and position title of the person who acknowledged the accuracy of the information (it can be yourself), and the date on which it was completed. Dates are in the format of 'Year Month Day'.

For example, September 20, 1969 would be 1969-09-20.

3) Budget

Provide a document outlining the financial summary for the project, notably estimates of expenditures and budget resources.



Proposals that do not disclose other partnerships will be considered exclusively funded by ISC and must demonstrate how the total funding will be used to deliver all aspects of the project, including outreach, educational materials and capacity building.

- ▶ Proposals can range from short term activities with a smaller budget (such as \$50,000 for 1 year) to multi-year projects in the average upper range of \$100,000 per year.
- ▶ Proposals should include the budget needed to undertake the planned activities in a meaningful way per year, if applicable.
- ▶ Strong and comprehensive proposals with a budget higher than the average range may be considered on an exceptional basis. These proposals will be assessed based on how they directly contribute to preventing family violence.

4) Monthly cash flow

Prepare a template (with estimated values) for the money coming in and out of the program each month.

APPLICATION COMPLETION CHECKLIST

Your application will be considered complete when you submit each of the following in accordance with the guidance in the Application Package Step-by-Step.

- ☐ A cover letter describing the intention of your project and its alignment with the FVPP
- ☐ A completed [“Family Violence Prevention Program Project Proposal”](#) PDF form
- ☐ Budget
- ☐ Monthly cash flow

Non-Indigenous organizations must also provide:

- ☐ Letter(s) of support for the project from the involved Inuit community(ies) or organization(s)
- ! All documentation, including attachments, *should not exceed a total of 10 letter-sized pages.***

CONTACT ISC

For questions or more information, email the FVPP program team at ppv-fvpp@sac-isc.gc.ca; or contact your local ISC office; or contact Pauktuutit Inuit Women of Canada.



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